

## **Instructions for on-line safety training**

The on-line training classes can be accessed through the City's Intranet home page, which is the Internet Explorer icon on the computer desktop

Click on the link for HR employee page, which is on the left side

Click on the link for Safety, also on the left side

Click on On-line Safety Training, which is at the top.

You should now be on the CSAC-EIA Online Training web site. On the right hand side, under member log in, type your user name and password into the correct spaces and click on the "go" button

Verify the information and click on the "start my training" button.

Click on "enroll in a new class"

Click on the down arrow; scroll down till you have highlighted the name of the class you want to enroll in, and then click on the "continue" button. If you want to sign up for another class now that you can take later on, click on "sign up for another class"

If you want to take the class you just signed up for, click on "return to the class selection page"

Click on the down arrow and scroll down till you have highlighted the name of the class you want to take, and then click on the "continue" button

Click on "introduction" to begin the class. After each section ends, you will need to click on the "next section" arrow at the top right of the page

There are hot words in the text that will take provide additional information. The hot words are purple and the text is underlined. After viewing the info in the hot words, click on the "back" arrow to return to the lesson

Lessons will have short exercise for you to participate in. Click on the correct answer to a question or drag the answer into the correct column. After the exercises, click on the "next" button

After the lesson is complete, you will see an arrow that says "lesson menu." When you click on that arrow, it will take you back to the first page of the lesson

You are now ready to take the test. Click on the "test" button on the left side of the page.

The page will display the name of the class you are taking the test for and the name, which will be on the certificate. To take the test, click "Take Next Test"

Click in the space for the correct answer to all the questions. Then click the "finished" button. Your test result will be displayed. You must have a score of at least 80% to pass the test and get credit for the class

Click on the "go to certificate" button at the bottom of the page to view your certificate. Print the certificate from this page by using the "file" menu.